

SECTION 15.10: OSHA RECORDKEEPING

Last Updated: 11/03

Note: Revised OSHA Recordkeeping requirements effective January 1, 2002.

OSHA records are required to be kept by all departments in state government. The main components are the Worker's Compensation First Report of Injury, the OSHA Form 300 (Log of Work-Related Injuries and Illnesses), and the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses).

The First Report of Injury (labeled Employers Work Injury Report, Employers First Report of Injury) is used by the Industrial Commissioner's office as the standard form for workers' compensation services in Iowa. The First Report of Injury or a copy of the original must be kept on-site for five years.

The revised rule is designated to produce better information about occupational injuries and illnesses while simplifying the overall recordkeeping system for employers. The rule will better protect employees' privacy and allow employers' greater flexibility to use computers for recordkeeping.

Key provisions of the recordkeeping rule are:

- Updates OSHA Form 300
- Updates OSHA Form 300A
- All State departments will continue to use the First Report of Injury
- Eliminates different criteria for recording work-related injuries and illnesses; one set of criteria will be used for both.
- Requires records to include any work-related injury or illness resulting in one of the following: death; days away from work; restricted work or transfer to another job; medical treatment beyond first aid; loss of consciousness; or diagnosis of a significant injury/illness by a physician or other licensed health care professional.
- Includes new definitions of medical treatment, first aid, and restricted work to simplify recording decisions.
- Requires a significant degree of aggravation before a preexisting injury or illness becomes recordable.
- Adds additional exemptions to the definition of work-relationship to limit recording of cases involving the eating and drinking of food and beverages, common colds and flu, blood donations, exercise programs, mental illness, etc.
- Clarifies the recording of "light duty" or restricted work cases. Requires employers to record cases when the injured or ill employee is restricted from their "normal duties" which are defined as work activities the employee regularly performs at least once weekly.
- Requires the employers to record all needlestick and sharps injuries involving contamination by another person's blood or bodily fluids.
- Includes separate provisions describing the recording criteria for cases involving the work-related transmission of tuberculosis or medical removal under OSHA standards.
- Eliminates the term "lost workdays" and focuses on days away or days restricted or transferred. Also includes new rules for counting that rely on calendar days instead of workdays. Limits calendar days to a maximum of 180 days per event.
- Requires employers to establish a procedure for employees to report injuries and illnesses and to train their employees how to report. Employers are prohibited from discriminating against employees who do report. For the first time, employee representatives will have access to those parts of the First Report of Injury relevant to the employees they represent.

- Protects employee privacy by (1) prohibiting employers from entering an individual's name on OSHA Form 300 for certain types of injuries/illnesses; (2) providing employers the right not to describe the nature of sensitive injuries where the employee's identity would be known; (3) giving employee representatives access only to the portion of the First Report of Injury which contains no personal identifiers; and (4) requiring employers to remove employees' names before providing data to persons not provided access rights under the rule.
- Requires the annual summary to be posted for three months instead of one. Requires certification by a company executive.
- Changes the reporting of fatalities and catastrophes to exclude some motor carrier and motor vehicle accidents.
- For detailed information on recordkeeping rules, view OSHA's website at: www.osha.gov/recordkeeping/index.html.